

Dental and Medical for Non-Qualified SSDP Dependent

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
8/4/04	Sherrie Ilg	Changed some screen shots to reflect the change in the wording for Dependent Coverage options. Included clarifying information on how to delimit & create new vs. change existing information.
12/21/04	Ligaya West	Updates & edits
6/6/06	Lesa Terry	Name change. Updated to include medical.

Test Info

Must run a payroll to validate expected results.

Successor Transactions xxxx, xxxx

Test History

Update the following table as necessary when this procedure is tested:

Date	Tester	Pass/Fail	Notes
8/4/04	Sherrie Ilg	Pass	Creating a SIR to reflect wording changes done to dependent options. This script has been updated already.

Test Scenarios

Use the following scenarios to test this transaction:

Scenario #				
Description	Test Condition Description	Input Data	Expected Results	Output Data
	Calculate/simulate/validate benefits deduction for dental		Calculates taxes correctly based on domestic partner status, dental deduction is included in health plan.	

Test Execution

The following tables summarize the test results for each scenario:

Purpose

Use this procedure to update an employee's dental and or medical plan that has already been established in HRMS.



Dental and medical insurance coverage updates will be done by an interface from HCA. Changes to dental and medical insurance coverage should not be done in HRMS except when changing the dependent coverage to Non Qualifying: Same Sex Domestic Partner (SSDP), Children, or Family. (HCA's interface will only update an employee's dependent coverage to the following: Employee + Spouse, Employee + Children, or Employee + Family.)

Trigger

Perform this procedure when the "Non QUAL SEC 152" dependent coverage needs to be setup.

Prerequisites

Dental and/or medical plan must already be setup on the *Health Plans* infotype (IT0167).

Menu Path

Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code

PA30

Helpful Hints

The Payroll Processor or Benefits Processor will use this procedure to update an employee's dental and/or medical coverage for Same Sex Domestic Partners (SSDP).

Procedure


1. You have started the transaction using the menu path or transaction code **PA30**.

Maintain HR Master Data

The screenshot displays the SAP 'Maintain HR Master Data' (PA30) transaction. The top bar includes the SAP logo and standard menu options. The main area is divided into a left sidebar with search options and a central data entry area. The central area shows the 'Personnel no.' field with the value 20006154. Below this, the 'Name' field contains 'Michael McFadden'. The 'PersArea' is 4950, 'Dept of Agriculture', 'EEGroup' is 4, 'Seasonal'. The 'PSubarea' is 0001, 'Non Represented', 'EESubgroup' is 03, 'Scheduled Hourly', and 'Status' is 'Active'. The 'Basic Personal Data' tab is selected, showing a list of infotypes with checkboxes for 'Actions', 'Organizational Assignment', 'Personal Data', 'Addresses', 'Planned Working Time', 'Basic Pay', 'Contract Elements', 'Date Specifications', and 'Family/Related Person'. The 'Period' section shows 'Period' as 'Today', 'Curr.week', 'A11', 'Current month', 'From curr.date', 'Last week', 'Up to Today', 'Last month', 'Current Period', and 'Current Year'. The 'Direct selection' section shows 'Infotype' and 'STy' fields.

2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Personnel no.	R	This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. Example: 20006154

3. Click  (Enter) to validate the employee information.
4. Click the **Benefits** tab.

Maintain HR Master Data

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 20000154

Name Michael McFadden

PersArea 4950 Dept of Agriculture EEGroup 4 Seasonal

PSubarea 0001 Non Represented EESubgroup 03 Scheduled Hourly Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text

Health Plans ☒

Savings Plans ☒

Flexible Spending Accounts ☒

Miscellaneous Plans ☒

General Benefits Information ☒

Deduction Limits ☐

Period

Period

Fr. To

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ Up to Today ☐ Last month


☐ Current Period ☐ Current Year

Choose

Direct selection

Infotype Deduction Limits STy

5. Click the gray box to the left of **Health Plans** to select.

6. Click  (Copy) to copy and continue.

Change Health Plans (0167)

Infotype Edit Goto Extras System Help

Change Health Plans

Find by
Person
Collective search help
Search term
Free search


Personnel No 20000055 Name Mr. Monthly Test Guy222
EE group 0 Permanent Personnel ar 1110 Dept of Personnel
EE subgroup 01 Exception Monthly SSN 234-87-2398 Status Active
Start 07/21/2004 to 12/31/9999 Chng 07/21/2004 BETHD
Plan UNID Uniform Dental Plan

Plan data Administration Costs Dependents Additional data


General plan data
Benefit area US USA
Plan type DENT Dental
Benefit plan UNID Uniform Dental Plan
Health Plan Option UNID Uniform Dental Plan
Dependent Coverage DENO Dental All others

Planning Parameters
Cost Rule Variant UNID Uniform Dental Plan

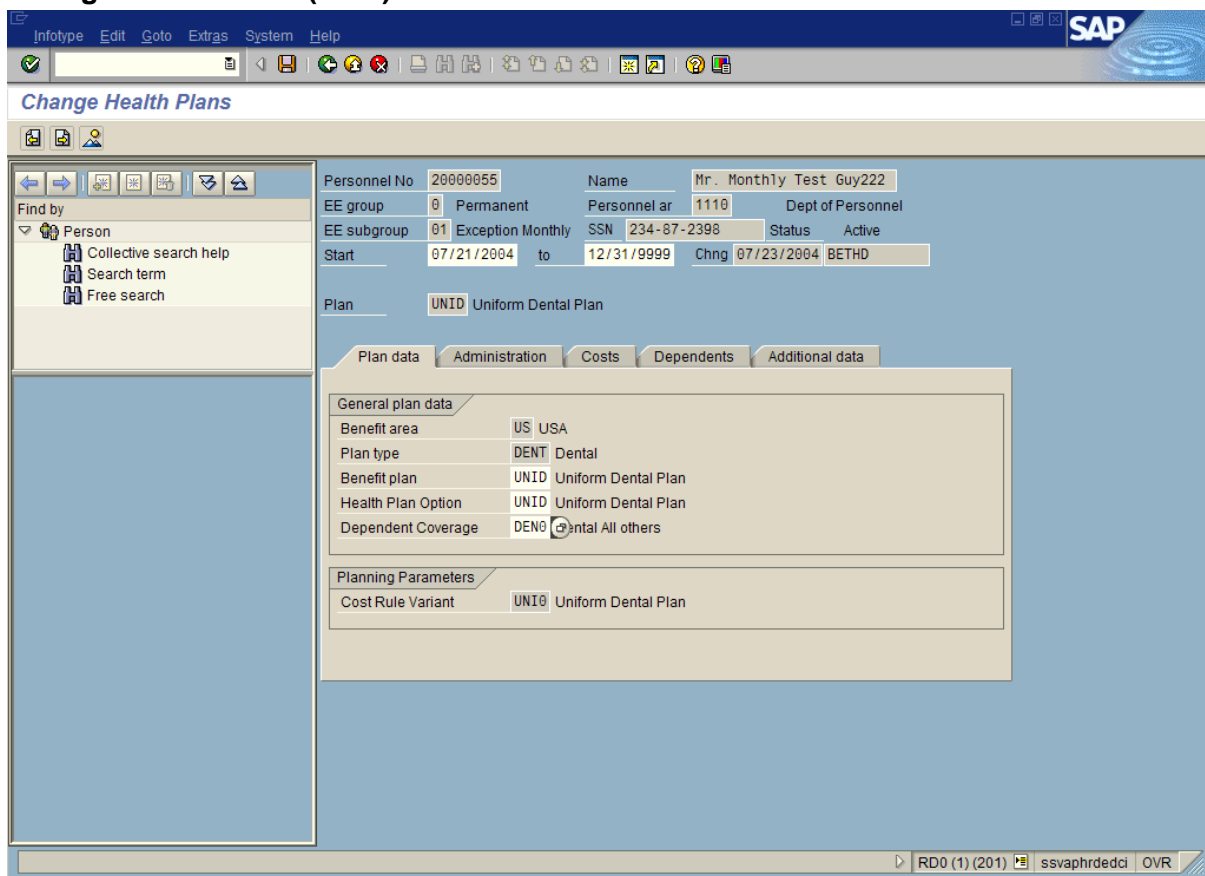
RD0 (1) (201) ssvaphrddci INS

7. Confirm you are updating the correct record (either Dental or Medical) Use  (Next Record) to advance to the next infotype if necessary.
8. As required, complete/review the following fields:

Field Name	R/O/C	Description
Start	R	This is the date on which a record begins. Example: 07/21/2004

Field Name	R/O/C	Description
Dependent Coverage	O	<p>This is the type of family composition covered by a dental and/or medical plan.</p> <p> The only coverage an agency should select is the Non QUAL SEC 152 selections. In this example HCA setup Dental All Others. Since it should be Non QUAL, the agency would select the Dental equivalent of the Health coverage. This field is optional on an Update because it should already be populated. It is a required field on a "Create".</p> <p>Example: DEN3 – Dental + NQ Family.</p>

Change Health Plans (0167)



The screenshot shows the SAP 'Change Health Plans' (0167) transaction. The top bar includes the SAP logo and standard menu options. The main area is divided into a left sidebar with search options and a main content area. The main content area displays the details of a selected person and their current health plan.

Personnel Data:

- Personnel No: 20000055
- Name: Mr. Monthly Test Guy222
- EE group: 0 Permanent
- Personnel ar: 1110
- Dept of Personnel
- EE subgroup: 01 Exception Monthly
- SSN: 234-87-2398
- Status: Active
- Start: 07/21/2004 to 12/31/9999
- Chng: 07/23/2004 BETHD

Plan Data:

- Plan: UNID Uniform Dental Plan

General plan data:

- Benefit area: US USA
- Plan type: DENT Dental
- Benefit plan: UNID Uniform Dental Plan
- Health Plan Option: UNID Uniform Dental Plan
- Dependent Coverage: DENO Dental All others

Planning Parameters:

- Cost Rule Variant: UNID Uniform Dental Plan

The bottom status bar shows 'RD0 (1) (201)' and 'ssvaphrdded OVR'.

- Click  in the *Dependent Coverage* field.

Dependent Coverage (Medical Options)

Dependent Coverage (1) 8 Entries Found

Restrictions

✓ ✕ H H+ P P

Dep.	Description
MED1	Employee
MED2	Employee + Spouse
MED3	Employee + Children
MED4	Employee + Family
MED5	Emp + NQ SSDP
MED6	Emp + NQ Children
MED7	Emp + NQ Family
MED8	Emp + Child + NQSSDP

8 Entries Found

Dependent Coverage (Dental Options)

Dependent Coverage (1) 5 Entries Found


Restrictions

✓ ✕ H H+ P D

Dep.	Description
DEN0	Dental All others
DEN1	Dental + NQ SSDP
DEN2	Dental + NQ Children
DEN3	Dental+NQ Family
DEN4	Dental+Child+NQSSDP

5 Entries Found

10. Click the coverage option selected by the employee.

11. Click  (Copy) to copy and continue.

Change Health Plans (0167)

The screenshot displays the SAP 'Change Health Plans (0167)' transaction. The top bar includes the SAP logo and standard menu options. The left sidebar shows a search tree with 'Person' selected. The main area displays the following data:

Personnel No.	6154	Name	Michael McFadden
PersArea	4950	Dept of Agriculture	EEGroup 4 Seasonal
PSubarea	0001	Non Represented	EESubgroup 03 Scheduled Hourly Status Active
Start	12/21/2004	to	12/31/9999 Chng 12/21/2004 LIGAYAW
Plan	UNID	Uniform Dental Plan	

Below the data, there are tabs for 'Plan data', 'Administration', 'Costs', 'Dependents', and 'Additional data'. The 'General plan data' section shows:


Benefit area	US USA
Plan type	DENT Dental
Benefit plan	UNID Uniform Dental Plan
Health Plan Option	UNID Uniform Dental Plan
Dependent Coverage	DEN3 Dental+NQ Family

The 'Planning Parameters' section shows:

Cost Rule Variant	UNI3 Uniform Dental + NQ Family
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At the bottom, there is a 'Save your entries' button and a status bar showing '501 ssvaphrtedci INS'.

12. Click  (Enter) to validate the employee information

13. Click  (Save) to save the record.

Change Health Plans (0167)

The screenshot shows the SAP 'Change Health Plans' interface. At the top, the SAP logo and standard menu bar are visible. The title bar reads 'Change Health Plans'. On the left, a search sidebar includes options like 'Person', 'Collective search help', 'Search term', and 'Free search'. The main area displays employee data for Michael McFadden (Personnel No. 6154). Below this, the 'Plan' section shows 'GH0 Group Health Options'. A tabbed interface at the bottom allows switching between 'Plan data', 'Administration', 'Costs', 'Dependents', and 'Additional data'. The 'Plan data' tab is active, showing 'General plan data' (Benefit area: US, Plan type: MED1, etc.) and 'Planning Parameters' (Cost Rule Variant: GH00).


Field	Value
Personnel No.	6154
Name	Michael McFadden
PersArea	4950
Dept of Agriculture	EEGroup 4 Seasonal
PSubarea	0001
Non Represented	EESubgroup 03
Scheduled Hourly	Status Active
Start	12/21/2004
To	12/31/9999
Chng	12/21/2004
LIGAYAW	
Plan	GH0 Group Health Options

Field	Value
Benefit area	US USA
Plan type	MED1 Medical
Benefit plan	GH0 Group Health Options
Health Plan Option	GH0 Group Health Options
Dependent Coverage	MED1 Employee

Field	Value
Cost Rule Variant	GH00 Employee



HRMS automatically will jumped to the next record for the infotype.

14. Click  (Previous record) to go back to the Dental record to verify your changes have been applied.

Change Health Plans (0167)

Change Health Plans

Personnel No. 6154 Name Michael McFadden

PersArea 4950 Dept of Agriculture EEGroup 4 Seasonal

PSubarea 0001 Non Represented EESubgroup 03 Scheduled Hourly Status Active

Start 12/21/2004 to 12/31/9999 Chng 12/21/2004 LIGAYAW

Plan UNID Uniform Dental Plan

Plan data Administration Costs Dependents Additional data

General plan data

Benefit area	US USA
Plan type	DENT Dental
Benefit plan	UNID Uniform Dental Plan
Health Plan Option	UNID Uniform Dental Plan
Dependent Coverage	DEN3 Dental+NQ Family

Planning Parameters

Cost Rule Variant	UNI3 Uniform Dental + NQ Family
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15. You have completed this transaction.

Result

You have successfully changed the employee's Dental and/or medical plan.

Comments

None